

Principles and Guidelines

G. Facility Requirements

- Space must be adequate to accommodate the multi-disciplinary staff, and to afford the client verbal/physical privacy, and to allow for ease in performing necessary clinical, clerical and laboratory activities.
- For a SBHC with an enrollment of 700, approximately 1,500 to 2,000 square feet is recommended. The size of this space may be adjusted according to school enrollment, the staffing plan, local needs and available resources. Space for the SBHC should include:
 - a minimum of one exam room and preferably 2 exam rooms per full- time provider;
 - a sink, either in the exam room(s) or within reasonable access;
 - a counseling room/private area;
 - a laboratory area;
 - an accessible toilet facility;
 - a designated waiting area;
 - secure storage space for sterile supplies, pharmaceutical supplies and other materials;
 - a clerical area;
 - a supervised infirmary area; and
 - designated clean and soiled space for clinic functions.
- The SBHC must be equipped with a private telephone and fax line to ensure confidentiality and adequate access to the community and back-up providers.
- The SBHC provider must ensure that:
 - solid wastes, including biological infectious wastes, are properly collected, stored and disposed of;
 - all exits and access to exits are marked with prominent signs;
 - sites which operate after sundown are provided with adequate lighting for all exits and access to exits;
 - adequate ventilation is provided;
 - passage ways, corridors, doorways and other means of exit are kept clear and unobstructed;
 - sites are kept clean and free of safety hazards;
 - medical, fire and emergency instructions and other procedures, including telephone numbers, are posted;
 - smoke detectors and general purpose and chemical fire extinguishers are in working order and within easy access of the SBHC;
 - SBHC staff have keys for all bathrooms with inside locks; all bolt locks have been removed; and
 - the patient's bill of rights is posted and available in other languages as necessary

New York State SBHC Facility Guidelines copied from website below on 01/16/06

<http://www.health.state.ny.us/nysdoh/school/skfac.htm>